

Comparisons of Job Characteristics

Focus Occupation: Secretaries and Administrative Assistants, Except Legal, Medical, and Executive (43-6014)

Associated Occupation: Legal Secretaries (43-6012)

[Compare Knowledge](#)

[Compare Skills](#)

[Compare Abilities](#)

[Compare Detailed Work Activities](#)

[Compare Tools and Technologies](#)

<<	Focus occupation element is much lower
<	Focus occupation element is lower
0	Focus occupation element is at a similar level
>	Focus occupation element is at a higher level
>>	Focus occupation element is at a much higher level

Knowledge

Similarity of Focus Occupation to Associated Occupation: 90

Focus Occupation: Secretaries and Administrative Assistants, Except Legal, Medical, and Executive (43-6014)
Associated Occupation: Legal Secretaries (43-6012)

Associated Occupation's Key Knowledge Elements	Average Rating, All Occupations	Associated Occupation's Rating	Focus Occupation's Rating		Evaluation of Focus Occupation
Clerical	7.3	22.3	20.7	0	Current knowledge level may be sufficient
English Language	11.2	16.1	13.5	<	Expanded education and/or training may be required
Law and Government	5.9	13.8	4.2	<<	Extensive education and/or training may be required
Computers and Electronics	8.4	13.5	12.5	0	Current knowledge level may be sufficient
Customer and Personal Service	11.3	12.1	15.7	>>	Current knowledge level is likely more than sufficient

The maximum possible rating is 25.

Source: Alaska Department of Labor and Workforce Development, Research and Analysis Section analysis of O*NET (Occupation Information Network) data.

Skills

Similarity of Focus Occupation to Associated Occupation: 91

Focus Occupation: Secretaries and Administrative Assistants, Except Legal, Medical, and Executive (43-6014)
Associated Occupation: Legal Secretaries (43-6012)

Associated Occupation's Key Skills Elements	Average Rating, All Occupations	Associated Occupation's Rating	Focus Occupation's Rating		Evaluation of Focus Occupation
Reading Comprehension	10.7	13.0	12.3	0	Current skill level may be sufficient
Writing	9.2	12.9	12.5	0	Current skill level may be sufficient
Active Listening	11.0	11.8	13.6	>	Skill level is likely sufficient

The maximum possible rating is 25.

Source: Alaska Department of Labor and Workforce Development, Research and Analysis Section analysis of O*NET (Occupation Information Network) data.

Abilities

Similarity of Focus Occupation to Associated Occupation: 93

Focus Occupation: Secretaries and Administrative Assistants, Except Legal, Medical, and Executive (43-6014)
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Associated Occupation's Key Abilities Elements	Average Rating, All Occupations	Associated Occupation's Rating	Focus Occupation's Rating	Evaluation of Focus Occupation	
Near Vision	11.1	14.6	12.5	<	Some improvement in abilities may be required
Written Comprehension	11.0	13.3	13.1	0	Current ability level may be sufficient
Oral Comprehension	12.5	12.9	15.0	>	Current ability level is likely sufficient
Oral Expression	12.4	12.5	14.1	>	Current ability level is likely sufficient
Speech Recognition	9.9	12.2	13.3	0	Current ability level may be sufficient
Written Expression	9.8	12.2	12.2	0	Current ability level may be sufficient
Speech Clarity	10.2	10.4	11.2	0	Current ability level may be sufficient
Deductive Reasoning	10.6	9.4	9.7	0	Current ability level may be sufficient

The maximum possible rating is 25.

Source: Alaska Department of Labor and Workforce Development, Research and Analysis Section analysis of O*NET (Occupation Information Network) data.

Activities that Both Occupations Have in Common

Similarity of Focus Occupation to Associated Occupation: 97

Focus Occupation: Secretaries and Administrative Assistants, Except Legal, Medical, and Executive (43-6014)
Associated Occupation: Legal Secretaries (43-6012)

Work Activities	Exclusivity of Activity
Arrange teleconference calls	78
Compile data for financial reports	62
Compile itinerary of planned meetings or activities	85
Develop travel itinerary	82
Distribute correspondence or mail	76
Enter time sheet information	82
Fill out business or government forms	42
Fill out purchase requisitions	81
Maintain administrative services procedures manual	85
Maintain appointment calendar	78
Maintain inventory of office forms	71
Maintain legal forms	87
Maintain records, reports, or files	5
Maintain telephone logs	74
Maintain travel expense accounts	84
Make travel reservations	82
Prepare contract documents	78
Prepare corporate minute books	99
Prepare financial reports	67
Prepare tax reports	80

Process invoices	89
Reconcile or balance financial records	76
Route multi-line telephone calls	85
Schedule meetings or appointments	68
Schedule or contract meeting facilities	80
Take dictation	87
Take meeting notes	99
Take messages	68
Transcribe spoken or written information	74
Type document from machine transcription	87
Type letters or correspondence	78
Use computers to enter, access or retrieve data	3
Use oral or written communication techniques	1
Use shorthand writing procedures	92
Write business correspondence	58

Not all positions in these occupations will necessarily perform all of the listed activities. The exclusivity rating is an indication of how unique the activity is amongst all occupations. The maximum rating is 100. High scores indicate that only a small number of occupations engage in that activity.

Source: Alaska Department of Labor and Workforce Development, Research and Analysis Section analysis of O*NET (Occupation Information Network) data.

Tools and Technologies that Both Occupations Have in Common

Similarity of Focus
Occupation to Associated
Occupation: 93

Focus Occupation: Secretaries and Administrative Assistants, Except Legal, Medical, and Executive (43-6014)
Associated Occupation: Legal Secretaries (43-6012)

Tools and Technologies	Exclusivity
Calculating machines and accessories	3
Cameras	2
Computer data input devices	2
Computers	1
Content authoring and editing software	1
Content management software	6
Data management and query software	1
Duplicating machines	6
Finance accounting and enterprise resource planning ERP software	2
Information exchange software	1
Network applications software	1
Personal communication devices	2
Typing machines and accessories	25

Not all positions in these occupations will necessarily use all of the listed tools and technologies. The exclusivity rating is an indication of how unique the tool or technology is amongst all occupations. The maximum rating is 100. High scores indicate that only a small number of occupations use that tool or technology.

Source: Alaska Department of Labor and Workforce Development, Research and Analysis Section analysis of O*NET (Occupation Information Network) data.